

Perfect Timing Event Planning Proposal

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EXHIBIT

A & B

FIXED COSTS

Item	Total Cost	Detailed Description
Venue/Site Rental , Rental is charged by the hour, , The number of hours for the proposed event, and the minimum number of hours required by the venue here:	\$	Rates range depending on location between 150.00-175.00 /hour.
Site Permit (e.g. for picnics)	\$ 0.00	Separate fees charged for alcohol being served at events: Alcohol Insurance is the responsibility of the event holder.
Decorations	\$ 150.00	
Entertainers	\$	Depends on type requested
Refundable Security Deposit	\$ 25%	If cancelled at least 2 weeks prior to event.
Advertising / Photocopies	\$.50/page	We can design personalized invitations or advertisement for an additional cost
	\$	

VARIABLE COSTS (PER PERSON)

Item	Cost per Person	Detailed Description
Food cost per person	\$16.25*	Hors d'oeuvres- cold -crudites, cheese platters, fruit trays, Hot coffee and Iced tea or lemonade provided with lunch/dinner.
	\$14.00	Continental breakfast- Danish, muffins, fruit tray Hot coffee, and juice provided with breakfast
	\$17.25*	Hors d'oeuvres- hot- meatballs, pot stickers, crudites, fruit trays.
	\$ 26.50	Full Buffett- 2 meats(our choice) 4 sides . bread /butter/ dessert
Chair Rental per person	\$ 1.00	
Table Rental per table (where applicable)	\$ 8.50	In the event that table and chairs need to be rented 10% discount on price of chairs.

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VARIABLE COSTS (PER PERSON) Cont.'d

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Linens Rental per table (where applicable)	\$ 9.00	
Memento for Attendees (where applicable)	\$ 8.00	Personalized gift bags or smaller mementos can be ordered starting from \$5.50/person
Audio/visual		
Tax (where applicable)	\$ 9.75 %	
Gratuity	18 %	
Banquet Rooms		<p>Clients may choose to have events held in a hotel banquet room</p> <p>Costs may increase or decrease depending on venue chosen.</p> <p>Perfect Timing guarantees to offer the client the best deal possible</p> <p>And will issue the client a statement in writing prior to any venue being rented.</p>
* Note: Client may choose/tray option. 50 pieces/tray each tray feeds approx. 16 people.		

Your Name:		Date:
Contact Phone(s):	Your Email Address:	

Email this form to: PEGGY WHYTE Events Coordinator at
 perfecttimingeventplanning@yahoo.com
or mail to: Perfect Timing Event Planning
 1606 W. 80th
 Los Angeles, CA 93535

Need help? Please contact the Events Coordinator via email or phone (661) 305-2539.